

University House, Gnanagangothri Campus, New BEL Road, Bangalore – 560054

Tel. : +91 80 4536 6666 | Fax:080 4536 6677 | www.msruas.ac.in

**VACANCY ANNOUNCEMENT**

**POSITION:** Deputy Registrar

**QUALIFICATION AND EXPERIENCE:**

* Master’s degree or equivalent
* At least 6 years of related professional experience in University Administration in progressively responsible positions in a University

**KEY SKILLS REQUIRED:**

Candidate must have experience in one or more of the following areas:

* Administrative matters, including, establishment, legal, campus management, work relating to statutory bodies of the University, record keeping
* Thorough knowledge of service matters, regulations, and academic standards
* Ability to understand complex rules and regulations, and ability to apply them in varying circumstances
* Strong interpersonal skills
* Exceptional writing and speaking skills
* Ability to use initiative, establish priorities and meet multiple deadlines

**JOB DESCRIPTION:**

The Deputy Registrar is a senior staff member of the administrative team in the University. The Deputy Registrar will assist the Registrar of the University in the management of all major activities, like:

* Engagement with government agencies, industries, research centers and institutes.
* Implementation of the University infrastructure requirements and plans.
* Provide overall support in administrative matters to the Registrar and other officers of the University.
* Provide overall support in legal matters.
* Support in statutory compliances.
* Authenticate records on behalf of the University.
* Publish the Calendar, legislation and official records of the University as required by any statute, regulation or resolution of the Board of Governors.
* Assist in Board of Governors, the Board of Management and the Finance Committee meetings and to perform any other duties imposed by any statute, regulation or resolution of the Board of Governors.

The Deputy Registrar will also have the responsibilities of Secretary (University Affairs), like:

* Organizing, recording, and maintaining the minutes of the meetings of Board of Governors, Board of Management, Academic Council, Research and Innovation Council, University Performance Review Committee, Academic Programme Planning and Review Committee and any other Committee that may be so assigned.
* Act as Secretary for creating the Annual Schedule of “University Annual Activities Scheduling Committee.”
* Maintain a record of all the Committees and their members.
* Corresponding with, filling up applications, organizing inspections and getting approvals from the Government bodies and regulating agencies.
* Responsible for Printing and Distributing of University documents, Prospectus, Brochures, Invitations, and any other related documents to the concerned Officials of the University.
* Providing relevant information for updating the website and publication of the University newsletter.
* Acting as a member of the Organizing committee for convocations and any other function of the University.
* Custodian of Records that come under his/her purview.

**APPLICATION PROCESS:**

Interested applicants can send their updated CV to resumes@msruas.ac.in. along with the interview application form available on our website.